

11 August 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Training and Education

SUBJECT: Weekly Report

25X1

[Redacted]

25X1 2. On 4 August OTE's Leadership Development Division (LDD)
25X1 instructors met with 26 DA secretaries [Redacted]
[Redacted] to facilitate a discussion of the Intelligence Secretarial System.
Three major issues which emerged were: manager's knowledge of the system;
pay comparability with the private sector; and training requirements.

25X1 3. OTE officers from LDD met with the Chief of Training for the U.S.
Marshall's Service to discuss first-line supervisory training, and ways
to improve managerial training in his organization. [Redacted]

25X1 4. Representatives of OTE and Harvard's Kennedy School of Government
conducted a wide-ranging review of the CIA-Harvard contract on 5 August.
While it was agreed that the program is progressing well, three principal
areas where further work was called for are: increase the emphasis on
intelligence issues in the case studies; the Agency needs to make more
material available to Harvard on an unclassified basis; and the Agency
and the Kennedy School will work to use the Council mechanism to
introduce members of the next administration to CIA and the uses of
intelligence. [Redacted]

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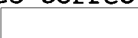
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SUBJECT: Weekly Report

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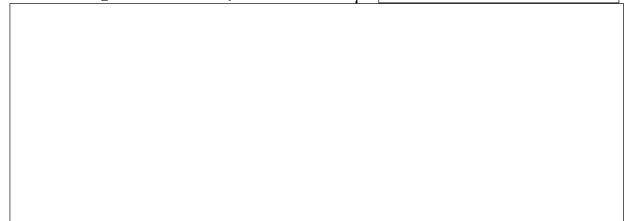
7. On 28 July, OTE Language Training Division officers briefed an FBI task force on the Language Incentive Awards Program. The task force is considering a language use program for special agents and language officers in its search for ways to correct their serious shortage of personnel with language skills. 

25X1

8. For the first OTE self-study language program shown on the Headquarters TV grid, 25 students signed up to take Russian, and eight signed up to take German. Although a majority of the participants indicated that they had registered for personal interest, 40% noted that they intend to use the language in a future job. Italian is currently being shown on the grid and French will start on 13 September 1988. Participants register at the Headquarters Learning Center, GF-39. 

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9 August 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Intelligence Training Division

SUBJECT: ITD Weekly Report [REDACTED]

2. On 5 August [REDACTED] of the Topical Issues Branch led 30 Intelligence Directorate analysts on an all-day fire power demonstration at the Quantico Marine Base. The analysts, most of them former students in TIB's Military Analysis Course (MAC) or Introduction to Military Forces Course (IMF), received briefings by Marine Corps personnel and then witnessed a mock battlefield exercise involving live firing, machine guns, tanks, and aircraft. Most of the analysts found the demonstration a very informative follow-on to their training in the MAC and IMF and have encouraged the MAC instructors to offer other battlefield tours and demonstrations. [REDACTED]

3. Thirty students from all four directorates and seven outside agencies completed the fourth running of the Topical Issues Branch's Understanding Terrorism Course [REDACTED] on 31 July-3 August. [REDACTED]

[REDACTED] The students rated the course 4.5 (on a 5-point scale), and one participant from another agency noted that "the course was significantly different from the DIAC course. The instructors were knowledgeable, straightforward and serious about their work." TIB is exploring the possibility of offering a third yearly running of the course in order to accommodate expanded demand. [REDACTED]

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SUBJECT: IT Weekly Report [REDACTED]

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4. On 1 August [REDACTED] met with officials of the U.S. Army Nuclear and Chemical Agency (USANCA) to discuss a possible course on chemical/biological warfare (BCW). The USANCA officials, who are responsible for monitoring and analysis of BCW developments for the entire Defense Community, made suggestions on course content, speakers, and appropriate audience, and offered to do some of the briefings if ITD, following discussions with the DI, decides to go forward with the course. [REDACTED]

25X1

5. On 1 August, John Steinbruner of the Brookings Institution presented the third of SRI's Lecture Series on U.S.-Soviet Relations, addressing the topic "Strategic Arms Control: Future Prospects." Steinbruner noted that the most critical problem in the arms control arena is diminishing the tension between deterrence and the management/control of nuclear forces. He noted that command systems are very vulnerable to disruption, one factor driving both sides to favor rapid retaliation. He then discussed scenarios involving reductions of warhead numbers to three and six thousand. He suggested that a START agreement along the lines being negotiated would be "safe," but not likely to produce a stable diplomatic result, because it focused on quantitative, rather than qualitative restraints. The 50 participants engaged Steinbruner in a lively discussion. [REDACTED]

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7. Frank Calabrese of STI conducted the Briefing Technical Material Course from 25-29 July for eight students mostly from the DS&T. The course featured Dr. Raymond Falcione of the University of Maryland. The students found the course to be informative and relevant to their needs. [REDACTED]

25X1

8. The seven-day Introduction to Intelligence Assistance Course ran on 21-29 July at Chamber of Commerce Building with 16 students (ALA 1, LDA 7, NESA 1, OSWR 2, SOVA 2, IC Staff 1, and DO 2). [REDACTED] who joined Analysis Training Branch in June on rotation from LDA, was course director--his first experience in that role. The course was very well received; several students described it as a must for new

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09 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]
Chief, Leadership Development Division
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report [REDACTED]

25X1

[REDACTED]

Status of "Working With People" Program

The third pilot running of "Finding Time and Managing Stress" (formerly "Improving Your Work Skills" was completed on 1 August with an overall student rating of 4.5. We gave this course its new name as a result of feedback from students and agency managers who thought the old title vague and unspecific. We are concerned about the students being selected for this course, however. Several reported during the introductions that they were "sent to the course" by their supervisors and had no idea as to content. Another student said that "training" was needed for promotion and that this was just the first course she could get into. Changing the course name will fix the content problem, but we'll need help in remedying the "promotion--square filling" issue. We're still fine-tuning the course; this running we added a ten minute briefing by [REDACTED] on the Agency's Employee Assistance Program. The student response to this segment was underwhelming. [REDACTED]

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[REDACTED]

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25X1 SUBJECT: LDD WEEKLY REPORT [REDACTED]

25X1 The last "Negotiate To Win" course of fiscal year 1988 ran to an audience of 24 on July 27-28. As usual, the students were very excited and positive about the course, giving it an overall evaluation of 4.4 out of 5. This was the second time that [REDACTED] who replaced [REDACTED] as the instructor, has taught the course. He is doing an excellent job and the students are accepting him. Two changes we are recommending for the next running are more detailed processing after the negotiation exercises, and less repetition of the negotiating rules. [REDACTED]

25X1

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SUBJECT: LDD WEEKLY REPORT []

DA Secretarial Forum

On 4 August 1988 [] met with a cross section of 26 DA secretaries [] to find out their thoughts and feelings about the intelligence secretarial system. [] who is head of the DA Secretarial Panel, commissioned the gathering to provide him with more information about the concerns of DA secretaries. The secretaries were divided into three groups and discussed problems and possible solutions. These were recorded by the facilitators and will be forwarded to interested parties. Three major issues were:

- managers don't know enough about the system;
- pay still isn't comparable to the private sector;
- training requirements are confusing, unnecessary or too difficult to schedule.

Without exception, the participants were honored to have been invited to share their views and were confident that their input would be seriously considered. The session lasted from approximately 10:00 until 3:00 and included a delightful buffet lunch. []

Other Activities

[] met with the Chief of Training for the US Marshall's Service, Duke Smith, to discuss first line supervisory training. Smith had heard of the success of the Managing/Leading program and was eager for ideas about how he could improve managerial training in his organization. []

--Nineteen managers -- representing the DA, DO, and S&T -- attended the 27-29 July 1988 running of Leading People in the CIA. The training team for this running consisted of []

[] was the manager-in-the-residence. The course received an overall rating of 4.6. []

[] Chief/Training and Management Division of NEISO, has expressed interest in a Hurricane Island Outward Bound Land Program. This would be in addition to the two Sea Programs already arranged [] scheduled for September 1988 and held in Maine. The Land Program is conducted in the White Mountain National Forest near Bethel, Maine. []

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25X1 SUBJECT: LDD WEEKLY REPORT [REDACTED]

25X1 - [REDACTED] spent a day at Video Learning Center screening a variety of commercial interpersonal skills products. Pauline McGuire, the manager, had surveyed the current crop of video and audiotapes, selecting some 20-30 as potential self-study material for the "Working With People" program. Three videos and one audio tape were selected and will be included in the 1989 update of the self-study program catalog/brochure. [REDACTED]

25X1 [REDACTED] presented a module on Ethics in the Intelligence Community to the members of the current Career Training Program at [REDACTED] on Friday 5 August. [REDACTED]

25X1 - [REDACTED] met with members of a recent Outward Bound Program from NPIC. The feedback from these participants was extremely positive and several members explained how they were able to use what they learned back on the job. [REDACTED]

25X1 - [REDACTED] audited a trial running of an OPM course designed for new SES officers in the Federal Government. The content of the course focused on orientation material and information. [REDACTED]

25X1 --On 1-3 August, MTB ran its 13th LPCIA of the year (for GS 7-10 supervisors). The eighteen students gave the course an overall rating of 4.3. [REDACTED] chaired assisted by [REDACTED]

25X1 [REDACTED] Chief of the Operations Support Branch, Office of Logistics was the Manager-in-Residence. This was Hazel's final commitment to the course and she went out as a star. As one student said: "Hazel's input and expertise was very helpful." [REDACTED]

25X1 [REDACTED]

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9 August 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]

Director, Center for the Study of
Intelligence

SUBJECT: Weekly Report/CSI

Representatives of OTE and Harvard's Kennedy School of Government conducted a wide-ranging review of the CIA-Harvard contract on 5 August. Present from Harvard were Ernest May, Greg Treverton, and Peter Zimmerman; representing OTE were the Director of Training and Education, the heads of the Center for the Study of Intelligence and Intelligence Training Division, and [redacted] and [redacted].

We agreed that the program is progressing well: [redacted] is doing a good job as Officer-in-Residence; the twice-yearly seminars have improved greatly as the Harvard faculty responds to our suggestions and learns more about its audience; and the pace of study-group meetings will increase this fall as more draft case studies come out. We noted three principal areas where further work was called for:

- one* While it was agreed that the program is progressing well,
- Case studies. We repeated earlier concerns that the cases were not showing the "intelligence footprint" clearly enough--that Harvard was concentrating too early on the policymaking rather than the intelligence side. In this connection we worried that Harvard was making their task (and ours) harder by focusing on cases from the 1980s. Treverton in particular seemed to take these comments aboard.

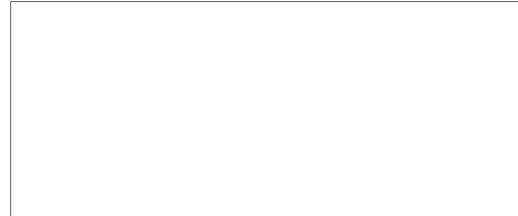
Increase the emphasis on intelligence issues in the case studies.

- The Agency needs to*
- Sources. ~~We discussed again the issue of making more material available to Harvard on an unclassified basis. The Kennedy School will contact the DDCI for guidance; in the meantime we will touch base with OGC to discuss problems and ways of working around them.~~

SUBJECT: Weekly Report/CSI

Th. Beggs
--The Council. ~~The Kennedy School will ensure that the Council's membership list is up to date and will provide it with a report on the program's progress to date.~~ Both ~~we~~ and the Kennedy School will work to use the Council mechanism to introduce members of the next administration to CIA and the uses of intelligence.

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9 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

*OTE, Language Training Division Officers*25X1 1. On 28 July, ~~Chief, Language Training Division~~ [REDACTED]

25X1 [REDACTED] briefed an FBI task force on the Language Incentive Awards Program. The task force is considering a language use program for special agents and language officers in its search for ways to correct the serious shortage of personnel with language skills.

2. On 2 August, an EXITO demonstration was given to Dr. Cornelia Meder from the World Bank and Ms. Elizabeth Porcell from the FBI. They were favorably impressed and expressed the hope that upon its completion, EXITO will become available to the general public. Both Dr. Meder and Ms. Porcell are also members of the Interagency Language Roundtable DREAM Subcommittee. [REDACTED]

3. For the first OTE self-study language program shown on the Headquarters TV grid 25 students signed up to take Russian, and eight signed up to take German. Although a majority of the participants indicated that they had registered for personal interest, 40% noted that they intend to use the language in a future job. Italian is currently being shown on the grid and French will start on 13 September 1988. Participants register at the Headquarters Learning Center, GF-39. [REDACTED]

4. Two full-time Vietnamese students will begin training in a nine-month course on 15 August. Although some students recently have been trained in outside facilities, this is the first time, in many years, we will be conducting in-house training. [REDACTED]

5. The Near East and Asian Languages Branch expects a record number of beginning students to be enrolled in Arabic in September. Of the 12 registered to date, seven are DO/NE Division employees who are scheduled to continue their second year [REDACTED]

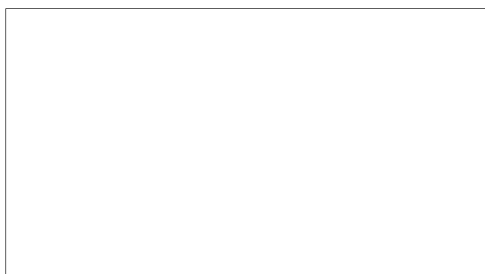
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25X1 6. A special four-day Chinese Transliteration course will be offered by [] beginning 29 August. This course is in response to a request from the Central Narcotics Group and involves a cooperative effort with Department of State and the Customs Service.

7. Beginning Japanese course will start on 29 August with five (5) students. The Headquarters program already has 14 students registered.

25X1 8. On 3 August, [] and Jerry
25X1 [] attended an Interagency Consortium on Russian Development (ICORD)
25X1 meeting at FSI. []



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ADMINISTRATIVE INTERNAL USE ONLY

5 August 1988

MEMORANDUM FOR: Deputy Director of Training and Education

FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (1 - 12 August)

Where We Are

1. The Television Production Section received the changes for the DA Orientation tape from the DA/STO. They will be made this weekend. Work is now underway on Domestic Travel, the WOTD commercial, SRI-Nationalities, and the GRID Survey.

2. [REDACTED] from the Visual Aids Section, is in Atlanta this week attending six seminars at the Siggraph Convention. Work is progressing on a Travel Brochure for PEDS and several projects for CTD.

3. The Audio Visual folks re-arranged their office.

Where We Are Going

4. [REDACTED] will report to LTD on 8 August.

5. The Television Section will be taping, editing and recording audio for half a dozen projects.

6. The Audio-Visual Section will tape presentations at HQs for the CI projects.

7. We have reached agreement with OIT to set up a small learning center [REDACTED] within 90 days. Their money, our advice and management.

ADMINISTRATIVE INTERNAL USE ONLY

1 August 1988

MEMORANDUM FOR: Deputy Director of Training and Education

FROM: [redacted]
Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (25 July - 5 August 1988)

Where We Are

1. User response to the new OTECBT Online Catalog has been gratifying. During its first week, the catalog was accessed 53 different times with a total usage of more than five hours. This is more than twice the use the old catalog was getting in recent months. Principal method of advertising the catalog thus far has been the CONFER bulletin board, CIACBT. There will be an OTE Bulletin and a blurb in the Notes to Training Officers shortly.

3. [redacted] a CRES staffer slated to take over CRES' CBT activities, spent an hour with C/CBTG getting an overview of CBT and interactive video resources, including bibliography, vendor workshops, and conferences.

4. ATB/ITD is examining a three-lesson CBT curriculum on forecasting obtained by C/CBTG on approval from Learncom. Fourteen other lessons of Learncom CBT have already been purchased and are available in OTE Learning Centers. They cover various Human Resource Development and data processing topics.

5. The Television Production Section completed the shooting and editing of "CT Orientation" for the D/TE and it was shown at a State Department briefing. This full-scale production was completed in two weeks, due in large part to the fact that [redacted] worked at the DI TV Center until 1:00 AM one night and 11:00 PM another.

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6. The Audiovisual Section brought the complete 3/4 inch editing system to CofC from Headquarters on Tuesday. Though shorthanded with the absence of their supervisor, both technicians kept a full schedule of certification taping, classroom support, and tape duplication.

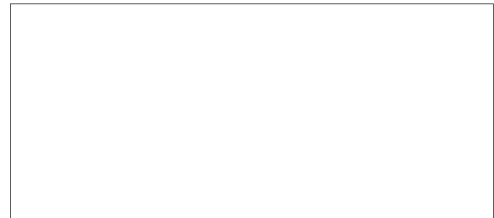
25X1 7. The Visual Aids Section completed a poster for [] a cover
25X1 design for [] and vu-graphs for PEDS and PSB.

Where We Are Going

8. The Audio-Visual Section will tape presentations at HQs for the CI projects.

25X1 9. [] will conduct a walkthrough of Unit 2 of the ELECTAS for
T&A Clerks CBT course on 4 August. CBTG has begun to work with Agency subject
25X1 matter experts and Travis Piper, whose company will create a significant
amount of ELECTAS training for us.

25X1 10. [] will be on leave for the next two weeks. []
will be Acting Chief, CBTG.



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Administration Division Weekly
25-29 July 1988

25X1

[Redacted]

Continued scheduling conference requests for Fall 1988.

Space

25X1

Arranged meeting for C/ISTD to meet with Hilt Construction, who was awarded contract for fit-up of computer classrooms [Redacted] in NHB. No special questions surfaced at this meeting.

25X1

Continued working to find new space for language training in Hqs Building to replace Spanish training classroom lost to LA Division [Redacted]

25X1

[Redacted]

Minutes of Division interviews with Ellerbe architects re Reston requirements received and will be sent to individual Division for review before distribution to entire Office. Ellerbe representative advised additional questions will be forwarded soon. Request was also made for more information regarding number of students and student days FY87. DC/AD is working w/Plans Officer on this request.

25X1

[Redacted]

Miscellaneous

25X1

[Redacted] coordinated OTE Awards Ceremony on 27 July. DDA presented 49 people with awards.

25X1

[Redacted]

DC/AD attended Interdirectorate Working Group Meeting on classified conferences at non-Agency facilities on 26 July. Memo dated 15 July to DDA from D/OL was distributed which contained short-term and long-term recommendations. The group unanimously agreed to have OL be the focal point for scheduling non-Agency facilities.

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CONFIDENTIALBudget and Finance

DD/OF paid a short informal visit to B&F. Briefly discussed changes that are up and coming for an OF careerist.

Security

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25X1

Made arrangements with [] Chief, Reinvestigation Branch, to present security briefing on the reinvestigation program to Division and Branch Chiefs on 11 August, 1000-1200, Room 102. A notice to OTE Division and Branch Chiefs is being drafted.

Personnel

25X1

Liz arranged an interview for [] with C/LTD for Monday, 1 August. Carol is currently a Summer-Only with the Office of Security, who is interested in studying languages in school and might be a potential applicant for a Co-op in LTD.

25X1

Members of the Personnel Branch attended the OP Open house "Beach Party" [] on 29 July.

Panel Support:

- Started preparation for the GS-07 and the GS-08 semi-annual review panels.
- Requested all Divisions to submit nominees for the 1988/1989 Panel season. PB and CMO will be putting together a strawman for D/OTE approval.

25X1

Check-outs:TitleOfficeGradeDate

Instructor	WOTD/CIB	GS-14	07/29/88	Retire
ForLangInstr	LTD/RLD	GS-13	07/26/88	Resign
Summer-Only	AD/PB	GS-03	07/29/88	Interm
Summer-Only	WOTD/OB	GS-03	07/29/88	Resign
Summer-Only	ISTD	GS-03	07/29/88	Resign

Logistics

Beginning 1 Aug, the overhead pipes in the general parking garage will be painted. This will require blocking approximately six parking spaces each day. If the reserved parking area requires painting, LOGS will inform and relocate the individuals on a daily basis.

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Shower plans for Fitness Room are with the County for permit approval. Once permit received, work will commence immediately. Hopefully, showers should be completed by the end of August.

Carpet installed in ISTD area--Rooms 632, 616.

New roof air conditioner to be replaced 29-31 July.

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8 August 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Internal Training Branch/TSD

SUBJECT: Weekly Report (1-5 August)

1. The Training Selection Board met to review the nominations for two sessions of the Armed Forces Staff College (AFSC) during 1988/89 and for the Royal College of Defence Studies (RCDS) during 1989. Six candidates for the AFSC and one for the RCDS were selected by the Board to recommend to the DDCI for approval.

2. Meeting with A-DO/STO Re Quick-turnaround Confirmations: C/ITB and met with , C/OB/WOTD, and Assistant, DO/STO, to discuss early confirmation of DO students selected to attend certain Operations Branch courses. Because these courses are not registered on a first-come, first-served basis, there are some details to be worked out. ITB will look into giving O-DO/STO more access to TEAMS in order to achieve this. ITB/TSD, WOTD, and A/DO/STO will work closely on this in keeping with OTE's commitment to let students know if they are in requested training or not.

3. met with Lyn Curtis, UVA, to discuss two programs offered by UVA: "Nuclear Terrorism Seminar" and "Polygraph Course" (a combination of three graduate-level psychology courses taken for credit).

4. Follow-up Meeting with FBIS Training Complement: and visited FBIS to assist its training complement in setting up an electronic file system with respect to requests for training. Members of FBIS are appreciative of our assistance and guidance.

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SUBJECT: Weekly Report (1-5 August)

25X1 5. Completed Training Update of OP's Biographic Profile through
TEAMS: [] the TEAMS Database Manager, met with representatives
from OIT and OP to discuss updating the Biographic Profile with completed
25X1 training information from TEAMS. The Offices of Information Technology
and Personnel, in coordination with OTE, will develop an interface
between systems. []

25X1 6. OTE Quota Course Allocations: Directorate allocations for the
25X1 quota courses were verified with appropriate course directors by Patty
[] this week. Allocations will be made to the Senior Training
Officers on 8 August. []

25X1 7. FY 1989 Schedule of Courses. The FY 1989 Schedule of Courses
will be released this week in hard copy and online. []

25X1 8. The Employee Bulletin announcing the Agency Off-Campus Program
was distributed on 1 August. The phones in External Training Branch are
ringing constantly with questions about registration. []

25X1 9. TEAMS Training for STB/SACTD. On 4 August, []
conducted the second training session for three Secretarial Training
Branch Training Assistants on how to enter completed training information
into TEAMS. The session went very well. Another session will be held
25X1 next week. []

25X1 10. Followup Meeting with LTD on Quick-turnaround Confirmations:
25X1 [] Chief/Central Registrations, attended a followup meeting
with Language Training Division on its registration process. []

25X1 11. Central Registrations confirmed students for 21 courses this
week and sent 10 final rosters to respective instructional divisions. []

25X1 12. C/ITB, C/ETB, [] attended the TEAMS
25X1 Technical Exchange Meeting [] this week. The agenda
included discussion of our proposal for "quick" course confirmation; some
discussion of an AIM problem which affects TEAMS; and a final review of
the "reports and stats" formats. C/ETB briefly discussed the external
25X1 training history. []

25X1 13. Training Support Division began initial discussions by Branch to
develop objectives for the upcoming exercise with the D/OTE and
DD/OTE. []

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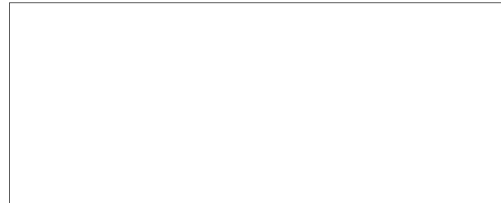
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SUBJECT: Weekly Report (1-5 August)

25X1 14. One Special Bulletin on "EEO for Managers" was published this week.

25X1 15. Three students who were selected to attend the Armed Forces
25X1 Staff College were briefed by Executive Secretary/Training
25X1 Selection Board.

25X1 16. Six full-time academic students were briefed by
25X1 Registrar.



CONFIDENTIAL

9 August 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

1. Decisionmaking and Problemsolving Techniques, a three-day course taught by a consultant, is being offered 8-10 August for a group of 19 Office of Communications and Office of Logistics secretaries. As part of its effort to take training to the consumer, the Secretarial Training Branch arranged to have the course held [REDACTED]

2. At the request of DS&T, two instructors from the Secretarial Training Branch conducted a one-day workshop for 10 manager/secretary teams on 29 July. This was a pilot running to demonstrate ways of improving the working relationship between the manager and the secretary to create a winning team.

3. During the week of 25 July, two Communications Training Branch instructors-[REDACTED]--presented a special running of Essentials of Writing [REDACTED] They have been asked to return to present another running in a few months.

CONFIDENTIALAdministration Division Weekly
1-5 August 1988Conferencing

Most of November conference confirmations have been mailed, and December requests are being finalized.

Space

25X1

All equipment requirements [] a follow-on request from Ellerbe Division interviews, were submitted except for SACTD which will be forwarded later.

AC/AD attended ILSP meeting on 4 August where updates on the New Headquarters Building schedule were discussed.

25X1

AC/AD discussed OTE request for additional secretarial space in NHB with [] Chief Space Management, who had not been informed of this by DDA or D/OL.

25X1

Contract for fit-up of 2P0136 North Tower was awarded to Allied on 3 August to be completed in 30 days. Although this classroom is not scheduled for completion until October, it is hoped it can be completed in September for interim use as a Spanish language classroom.

AC/AD discussed status of LA Division request to D/OL for language classroom space in NHB with DO Space Management Officer -- no decision yet.

Miscellaneous

C/AD acting for EXO while he is on leave.

25X1

*On Thurs 8/10
call them
confirmed memo
had arrived
from DDA
via D/OL*

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CONFIDENTIALPersonnel

DC/PB attended OP Personnel Officers meeting on 1 August. C/Employment and a representative from Organizational Development Branch briefed attendees on employment issues and decentralization of position classification, respectively.

PB met with DD/Employee Benefits Service to discuss concerns in the OP Career Service. This meeting, one of many Agency-wide at the direction of D/PERS, is intended to focus OP attention on the concerns and needs of the components.

Panel Support:

- Continued preparation for the GS-07 and the GS-08 semi-annual review panels.

Check-outs:TitleOfficeGradeDate

STAT

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Instructor
Instructor

WOTD/PSB
WOTD/OB

GS-12
GS-10

07/29/88
08/05/88

Rotate Out
Rotate Out

Logistics

Renovation plans for Ground Floor approved by Dominion Management. RECD has been informed to submit formal contract for the renovation.

New furniture for ISTD received 1 August.

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